

**City of San Antonio  
Development Services Department  
Plan Review Division**

**CHECK LIST FOR PLAN REVIEW REVISIONS**

**Please do not submit responses until the plans have completed the Review Cycle. Incomplete submittal of revision package will be placed on hold and the primary contact individual will be notified of pending items.** Responses to **ALL** comments should be submitted as a single, comprehensive revision package. If you have questions regarding the comments, you may contact the Plans Examiner via telephone 207-8394.

☐ A cover letter-

- Indicating the AP# (project name and/or project address may also be included)
- Addressing how each denied review has been resolved

☐ Include two (2) identical copies of any revised drawings\*

☐ (If applicable) Three (3) identical copies of revised drawings for Tree, Landscape, and/or Irrigation will be required.\*

**\*Note:** If the original plans are sealed by an architect or engineer, then any revisions to those sheets must also bear the responsible architect or engineer's seal and signature. Submit only those drawings that have been revised.

**Revisions MUST be submitted to the appropriate Plan Review office, in person or by Express Delivery:**

Development Services Department  
Plans Review Division  
1901 S. Alamo St.  
San Antonio, TX 78204  
**Attn: Irene Garcia**

You may contact the Plan Review office to determine the current status of your plans at 210-207-8394 or at the following website <http://www.sanantonio.gov/dsd/sections/planReview.asp>.